

SiteXchange Contractor Procedure for Request of Subcontract Approval

- Register for SiteXchange at the INDOT web portal
 1. After registering for SiteXchange at IWP you will receive ALL awarded, active and NOT substantially complete Contracts via Email (Contracts Starting from January 2008 to current Date).
- SiteXchange Application
 2. Create Folder for SiteXchange files
 3. Download SubCon.exe and Vendor.bin List from web site Doing Business with INDOT> Contractors page
 4. Receive Contract Files via email. (See #1)
 5. Add information for Sublet work in SubCon Contract File
 6. Perform Check of contract file
 7. Agree to statement on Miscellaneous Data Sheet
 8. Print SiteXchange SubCon Report and retain with Contract's file
 9. Email files to INDOT
- INDOT approves Subcontract request
- Updated Contract file sent to contractor
- Process of requesting approval of subcontracted work repeats

*******IMPORTANT*******

- Do Not Modify an APPROVED Subcontractor's record within SiteXchange. Create a New Record to add additional items, leases, haulers or suppliers. Select **Add Subcontractor**, enter required information, and then associate the addition items or enter the Amount for the lease, hauler or supplier.
- Contact the District Office for support to correct any erroneous information that has been submitted to INDOT using SiteXchange.
